

## **Top Ten Tips**

# **Improving Office Air Quality**

- 1. Clean your personal items regularly.**
- 2. Arrange for janitorial staff to vacuum your carpet.**
- 3. Avoid large collections of plants or decorations that are difficult to thoroughly clean.**
- 4. Arrange for janitorial staff to scrub your carpets or floors.**
- 5. Do not block air vents with stored items.**
- 6. Avoid opening windows during periods of extreme temperature.**
- 7. Limit use of personal fragrances or air fresheners.**
- 8. Report water leaks immediately to building management.**
- 9. Report sudden appearances of dirt/debris on surfaces, or soiled markings on ceiling or walls.**
- 10. If you believe that your work environment is creating health-related issues, inform your supervisor.**